



Town of Oro Valley Classification Description

Title: **SENIOR PLANNING TECHNICIAN**
Job Code: 2160
FLSA Status: Non-Exempt

Department: Community & Economic Dev.
Salary Grade: 111

POSITION SUMMARY:

Under close supervision, conducts technical research, plan review, and planning and zoning duties for the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

- A. Conduct zoning review of submitted applications and plans for a wide variety of projects such as business license applications, home occupations, plot plans, pool plans, variance cases, model home architecture, residential and commercial development, landscape plans, sign criteria's, sign programs, sign packages, etc.
- B. Provide front counter customer assistance by answering a wide variety of zoning inquiries such as setback and height restrictions, existing zoning, sign and banner requirements, explaining submittal and approval procedures, providing general research and information, and checking submittals for completeness.
- C. For projects assigned, serve as project manager to ensure projects are compliant with Zoning Code requirements, ensure reviews are completed in a timely manner, and serve as the primary contact for the applicant.
- D. For assigned projects requiring Board consideration, prepare staff reports, schedule meetings, perform public presentations at Board meetings, and answer project related questions.
- E. Reviews and approves landscape bond estimates for land development projects.
- F. Communicate with staff, management, elected officials and the public in regards to upcoming Zoning Code amendments.
- G. Provide back-up front counter assistance as necessary to answer phones, process submittals, and issue permits utilizing the Town's permitting software.
- H. Assist in providing cross-training to staff members in zoning review related areas.
- I. Familiarity with Town's permitting software to initiate permits, close workflows, and the input of comments, inspections and special conditions.
- J. Attend pre-construction meetings when required to provide applicants, consultants, and contractors with information related to zoning code and project closeout requirements.
- K. Assist Town Departments with requests and projects such as reviewing proposed designs, information requests, compiling data, planning studies, and participation in training courses.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, rules, ordinances, codes and regulations governing planning and zoning.
- Knowledge of planning, zoning and permitting guidelines, ordinances and regulations.
- Skill in reading, interpreting and evaluating plans, applications, and maps.
- Skill in working within deadlines to complete projects and assignments.
- Skill in working within software programs such as MS Office, Word, Excel, and PowerPoint.
- Skill in utilizing existing GIS mapping software such as Pima County Map Guide.
- Skill in investigating and inspecting commercial, home and construction sites.
- Skill in working within deadlines to complete projects and assignments.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Three (3) years of experience working in a municipal planning or zoning environment; **OR** an equivalent combination of education and experience.
- A valid Arizona Class D Driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.